

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Firefighter Recruit****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs all instructional and other requirements in the classroom in order to become a member of the Norfolk Department of Fire Rescue.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Acquires knowledge of fire and emergency medical service to become a member of the Department of Fire Rescue by participating and successfully completing certification courses determined by the Commonwealth of Virginia, NFPS Training, NFPS Administration, course Medical Director and all testing and additional certification elements of the Tidewater Regional Fire Academy.
2	M	Performs limited, non-hazardous, fire or emergency medical services functions.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational and technical process. Level of knowledge and equivalent to four years of high school or equivalency.
Experience	No experience necessary.
Certifications and Other Requirements	Valid Driver's License. Must successfully pass all entry level testing and assessments.
Reading	Work requires the ability to read training materials, standard operating procedures and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate water flow and medication dose rate applications.
Writing	Work requires the ability to write notes and complete paperwork.
Managerial	N/A
Budget Responsibility	N/A.
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires the ability to interact with peers and instructors in a courteous manner which facilitates the training process.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy X
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training
Sitting	F	Computer, desk work, driving, training
Walking	F	Station and vehicle maintenance, rooftops, fire duties
Lifting	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Carrying	F	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris
Pushing/Pulling	F	Medical equipment and supplies, fire equipment and supplies
Reaching	F	Medical equipment and supplies, fire equipment and supplies
Handling	F	Medical equipment and supplies, fire equipment and supplies
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care
Kneeling	F	Firefighting, patient care, maintenance and cleaning
Crouching	F	Firefighting, patient care, maintenance and cleaning
Crawling	F	Firefighting, patient care, maintenance and cleaning
Bending	F	Firefighting, patient care, maintenance and cleaning
Twisting	F	Firefighting, patient care, maintenance and cleaning
Climbing	F	Ladders, steps, rooftops, truck platforms
Balancing	F	On ladders, steps, rooftops, truck platforms
Vision	C	Computer, desk work, observations at fire scenes, driving
Hearing	C	Firefighters, police, dispatch, doctors/nurses, general public
Talking	C	Firefighters, police, dispatch, doctors/nurses, general public
Foot Controls	F	Driving, depressing siren switch
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oxsimetry, CIDs, electrocardiogram, angiocatheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	W	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)